

**Scottish Fair Trade Forum**  
**(A Company Limited by Guarantee)**  
**Report and Financial Statements**  
**For the Year Ended**  
**31 March 2020**

**Company Number: SC337384**

**Charity Number: SC039883**

# Scottish Fair Trade Forum

## Report and Financial Statements For the Year Ended 31 March 2020

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## **Scottish Fair Trade Forum**

### **Trustees' Annual Report For the Year Ended 31 March 2020**

The trustees, who for the purposes of company law are the directors of the limited company (hereinafter referred to as 'Trustees'), are pleased to present their report and the financial statements for the year ended 31 March 2020.

#### ***Objectives and Activities***

The charitable purposes of the Scottish Fair Trade Forum (the Forum) are to relieve poverty by establishing, maintaining and promoting Scotland as a Fair Trade Nation, thereby to improve the work of the voluntary sector and effectiveness of charities forming part of the Fair Trade movement by:

- a) supporting, building, extending and maintaining the Fair Trade movement in and throughout Scotland
- b) educating stakeholders and the public generally through the production of relevant information, marketing and promotion of Fair Trade at every level of Scottish society
- c) facilitating and exchanging knowledge and information between Scotland and other Fair Trade countries and communities; and
- d) facilitating and exchanging knowledge and information between Scotland and Fair Trade producers in developing countries.

The Forum's Mission, Vision and Aims are:

**Vision:** The Scottish Fair Trade Forum works to help make Scotland a nation which is a global leader in challenging global poverty and recognises the dignity and rights of producers through a commitment to fairness in international trading.

**Mission:** The Scottish Fair Trade Forum exists to maintain Fair Trade Nation status for Scotland and build upon that achievement to embed the values of Fair Trade in all aspects of Scottish society.

**Aims:**

1. To maintain and develop Fair Trade Nation status.
2. To integrate Fair Trade principles into decision-making and procedures at all levels of government in Scotland.
3. To encourage the business community to integrate Fair Trade principles and corporate accountability into all aspects of their business, and to encourage the growth of the Fair Trade sector in Scotland.
4. To develop and enable strategic partnerships with communities and activists.
5. To engage the broader public in Scotland's Fair Trade Nation campaign by raising awareness and encouraging understanding of the role of Fair Trade in creating a more sustainable world.
6. To strengthen links with producer communities and continue to promote awareness of the mutual benefits derived by consumers and producers from Fair Trade.

The Trustees have undertaken to refresh the Vision, Mission and Aims of the Forum as part of the Strategic Plan 2020-22.

#### ***Achievements and Performance***

Having achieved Fair Trade Nation status in February 2013 and had that status successfully reassessed in February 2017, the Forum continues to be engaged with ensuring that the achievement is maintained and developed, working at all levels of society to increase awareness and understanding of Fair Trade, seeking to influence purchasing and trading practices.

In 2019/20, the Forum had further core funding from the Scottish Government for one year linked to agreed activities, outputs and outcomes agreed in two six month extensions of funding. These two six month extensions were further interim measures while the Scottish Government held a review of how it supported Fair Trade. From April 2020, the Forum has a two-year funding arrangement with the Scottish Government and a commitment to return to three-year funding cycles from April 2022.

## **Scottish Fair Trade Forum**

### **Trustees' Annual Report (continued)**

#### ***Achievements and Performance (continued)***

The Forum has continued to support a thriving campaign network through our national events programme, regional sessions and also community events with visiting Fair Trade producers. We worked with local groups and the Fairtrade Foundation to put on a public event to celebrate 25 years of the Fairtrade Mark and to deliver a flagship panel event on women's empowerment and living incomes during Fairtrade Fortnight. During the year, with initial support from the Forum, North Lanarkshire was awarded Fairtrade Zone status, the 28<sup>th</sup> local authority area in Scotland to be awarded such status. Our Annual General Meeting and Conference was held in Motherwell. The Annual Fair Trade Lecture was held in Edinburgh looking at Fair Trade principles in the gold and minerals business.

The Forum has continued to support local grassroots activities through our Community Grants Scheme. The Forum has also continued in its support for Fair Trade suppliers in Scotland in order to strengthen and develop the market for Fair Trade products. This support has involved bespoke advice, support for events and promotional work. It has also involved work to assist in facilitating public procurement of Fair Trade products. We have continued work on the Rwandan Coffee Project, which is led by Challenges Worldwide, and we launched a promotional film about the project during Fairtrade Fortnight.

After a successful audit based on the ten Fair Trade Principles, the Forum was awarded network membership of the World Fair Trade Organization. The Forum represented Scotland at the International Fair Trade Towns Conference in Cardiff showcasing the work of Fair Trade Groups across Scotland and co-facilitating a workshop on youth engagement activities.

The importance of Fair Trade as part of Global Citizenship Education and learning for sustainability have remained an important part of the Forum's work. Aubrey Chilenje and Nduzani Zaya from Kasinthula Cane Growers' Association in Malawi visited six Scottish schools and spoke to more than 500 pupils during Fairtrade Fortnight. With European Union Bridge 47 funding, the Forum brought together young people and established campaigners to create the Fair Trade Campaign Toolkit. The Forum continued to be a member of IDEAS Scotland and collaborate with the Development Education Centres.

The Forum continues to provide the Secretariat for the Scottish Parliament Cross Party Group which held four meetings during the year covering topics such as sports balls, sugar production and Fair Trade shops. The Scottish Government Minister for International Development attended and spoke at the annual Scottish Fair Trade Awards. Fair Trade continues to have wide political support in Scotland.

#### **Coronavirus and 'lockdown'**

The effect of the Coronavirus pandemic and the 'lockdown' measures have had only a very limited impact on the period covered by these accounts. However, for reporting purposes the Trustees recognise the potential impact on the Forum going forward. The immediate response of the Forum to the public health emergency was to focus on protecting the wellbeing of staff, volunteers, trustees, partners and stakeholders. Prior to 'lockdown' the Forum ceased holding public events or taking part in face-to-face meetings and it moved its staff team to remote working. The Trustees identified three major risks to the Forum: operational; governance and compliance; and financial.

On operational matters, it can be reported that no significant problems have occurred with equipment or staff due to remote working. The staff team have been able to continue with work to support and engage with Fair Trade businesses and campaigners.

In terms of governance and compliance, there were initial concerns that the production of the annual accounts and reporting to OSCR and Companies House could be delayed by the closure of Robertson House as paperwork which would be required by the Independent Examiner was stored there. However, access to Robertson House was possible to retrieve paperwork and from this financial year all documentation will be stored digitally on an ongoing basis meaning that this potential problem will not recur.

## Scottish Fair Trade Forum

### Trustees' Annual Report (continued)

On assessing the financial risks, Trustees noted the risk to some income generation activities and these were reviewed with support from a consultant through the Scottish Government's Just Enterprise programme. This has led to a revised Development Plan. In general, it has been necessary to take into account some possible delays to some income and also to look at redesigning some income generating activities. However, it has also been possible to identify new potential income generating activities. The Forum was also successful in being awarded a grant from the Third Sector Resilience Fund to offset delays in other income generation being able to take place.

#### **Financial Review**

The income and expenditure for the year is set out in the Statement of Financial Activities on page 8, which shows restricted and unrestricted funds in separate columns. This shows a decrease in funds of £3,249 during the year, with a decrease in unrestricted funds of £1,478 and in restricted funds of £1,771. The movement on each separate fund is shown in note 11 on page 14.

Income increased to £190,686 from £181,331, mainly due to an increase in earned income from consultancy work carried out during the year. Expenditure increased slightly to £193,935 compared to £191,321 in the previous year. A detailed analysis of expenditure is shown in note 3 on pages 11-12.

Total funds at the year end amounted to £11,779. The general unrestricted fund was £7,214, there was a designated fixed assets fund of £552, and restricted funds of £4,013 were held for the purposes outlined in note 11.

#### **Reserves Policy**

It is our policy to hold 'free' reserves equivalent to at least 3 months' fixed costs, estimated at around £31,375 and at no point should these be more than 18 months' fixed costs. At the end of the year, the charity held unrestricted free reserves, excluding those held as fixed assets, of £7,214. The Trustees are actively seeking ways to grow reserves through generating unrestricted income from donations, events and income generating consultancy and services as well as ensuring that all core and project expenditure remains within budgeted and funded levels. The Trustees have noted that reserves have not increased over the last year. A review of the Forum's Development Plan has been undertaken by the Development Manager, overseen by the Chief Executive and supported through a consultant provided by the Scottish Government's Just Enterprise programme. The revised Development Plan has reviewed proposed income generating activities in light of lessons already learnt while introducing new activities and also in light of the Coronavirus pandemic, 'lockdown' and projected effects. This revised Development Plan has been reviewed by the Treasurer and presented to and agreed by the Board. The plan sets out activities to increase reserves to within the agreed reserves policy within the next two financial years, by the end of March 2022. The Trustees have re-established a Development Group to oversee this work.

#### **Structure, Governance and Management**

The Scottish Fair Trade Forum (the Forum) is a company limited by guarantee, with the liability of members limited to £1 each. The company is governed by the terms of its Memorandum and Articles of Association and is a registered Scottish charity. Trustees (who are directors of the company) are recruited from the membership. Up to three Trustees are elected by each section of the membership: the 'Individual Members', the 'Small Business and Organisation Members', the Medium Business and Organisation Members', the 'Large Business and Organisation Members' and up to three Trustees co-opted by the Board. A third of the Trustees are subject to re-election each year. Three trustees stepped down at the AGM and one new Trustee was elected. At the end of the financial year, there were nine Trustees.

Trustees continue to be encouraged to keep up to date with their responsibilities under charity and company law. A Trustee Handbook reflecting current best practice is issued to all Trustees. The Trustees meet a minimum of five times per year and are responsible for the strategic direction and policies of the charity. They are aware of the major risks affecting the charity and consider that, as far as possible, appropriate procedures are in place to mitigate those risks. The names of those who served as Trustees during the year are shown below together with other reference and administrative information.

The Forum continues to operate successfully from offices in Robertson House in central Glasgow. Robertson House is operated by the Robertson Trust as a hub for third sector organisations. As from mid-March due to the Coronavirus pandemic and 'lockdown', the Forum staff team have been working remotely.

## Scottish Fair Trade Forum

### Trustees' Annual Report (continued)

#### *Reference and Administrative Information*

**Company registration:** SC337384  
Company Limited by Guarantee

**Charity registration:** SC039883  
Scottish Charity

**Registered office and principal office address:** Robertson House  
152 Bath Street  
Glasgow  
G2 4TB

#### **Trustees**

The following were in post as Trustees (directors of the company) at the date of this report:

##### *Current Trustees:*

Charles Sim (Chair from 19 September 2019; previously Vice-Chair)  
Rachel Farey (Vice-Chair)  
Elisabeth Manson (Vice-Chair from 19 September 2019)  
Sarah Middlemiss (appointed 7 September 2019; Treasurer from 9 April 2020)  
Joshua Brown  
Norman Chipakupaku (appointed 28 November 2019)  
Angus Coull  
Senga Gall  
Karena Jarvie

##### *Also serving in the year:*

Jackie Arreaza (resigned 7 September 2019)  
Graeme Clark (Chair until 5 July 2019; resigned 7 September 2019))

**Bankers:** The Co-operative Bank  
Delf House  
Southway  
Skelmersdale  
WN8 6WT

**Independent Examiner:** Paul M Clelland CA  
Suite 1, First Floor West  
Clydeaway House  
813 South Street  
Glasgow  
G14 0BX

**Scottish Fair Trade Forum**

**Trustees' Annual Report (continued)**

**Small Companies Provisions**

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies' regime.

Approved by the Board of Trustees on 31 July 2020 and signed on its behalf by:

C Sim  
Director

Company Registration Number: SC337384

## **Report of the Independent Examiner To the Trustees of Scottish Fair Trade Forum**

I report on the accounts of Scottish Fair Trade Forum for the year ended 31 March 2020, which are set out on pages 8 to 16.

### **Respective responsibilities of trustees and examiner**

The directors, as trustees of the charity, are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act) and the Charities Accounts (Scotland) Regulations 2006, as amended (the 2006 Accounts Regulations). They consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the 2005 Act and to state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulationshave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Paul M Clelland CA**

**Date:**

Member of the Institute of Chartered Accountants of Scotland

Paul Clelland Accountancy  
Suite 1, First Floor West  
Clydeaway House  
813 South Street  
Glasgow  
G14 0BX



**Scottish Fair Trade Forum**

**Statement of Financial Activities ( including Income & Expenditure Account )**

**For the Year Ended 31 March 2020**

<b>Income from:</b>	<b>Note</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2020 £</b>	<b>Total 2019 £</b>
<b><i>Donations and legacies:</i></b>					
Grants	<b>2</b>	-	175,887	<b>175,887</b>	175,993
Membership fees and donations		4,106	307	<b>4,413</b>	3,885
<b><i>Charitable activities:</i></b>					
Event and sales income		600	-	<b>600</b>	1,453
Consultancy and fee income		9,775	-	<b>9,775</b>	-
<b><i>Investments:</i></b>					
Interest earned		11	-	<b>11</b>	-
<b>Total</b>		<u>14,492</u>	<u>176,194</u>	<u><b>190,686</b></u>	<u>181,331</u>
<b>Expenditure on:</b>					
<b><i>Charitable activities</i></b>	<b>3</b>	17,520	176,415	<b>193,935</b>	191,321
<b>Total</b>		<u>17,520</u>	<u>176,415</u>	<u><b>193,935</b></u>	<u>191,321</u>
<b>Net (expenditure) / income for year</b>		(3,028)	(221)	<b>(3,249)</b>	(9,990)
<b>Transfers</b>		<u>1,550</u>	<u>(1,550)</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		(1,478)	(1,771)	<b>(3,249)</b>	(9,990)
<b>Reconciliation of funds:</b>					
Funds brought forward		<u>9,244</u>	<u>5,784</u>	<u><b>15,028</b></u>	<u>25,018</u>
<b>Funds carried forward</b>	<b>10</b>	<u><u>7,766</u></u>	<u><u>4,013</u></u>	<u><u><b>11,779</b></u></u>	<u><u>15,028</u></u>

The above statement includes all gains and losses recognised during the year.

All activities are regarded as continuing.

Comparative figures for the previous year by fund type are shown in Note 13 on page 15.

The notes on pages 10 to 16 form part of these financial statements.

## Scottish Fair Trade Forum

### Balance Sheet at 31 March 2020

	Note	2020 £	2019 £
<b>Fixed Assets</b>			
Tangible assets	7	552	545
Investments	8	<u>200</u>	<u>5,000</u>
		<b>752</b>	<b>5,545</b>
<b>Current Assets</b>			
Debtors	9	1,503	3,844
Cash at bank and in hand		<u>17,163</u>	<u>8,403</u>
		<b>18,666</b>	<b>12,247</b>
<b>Creditors:</b>			
Amounts due within one year	10	<u>7,639</u>	<u>2,764</u>
<b>Net Current Assets</b>			
		<u>11,027</u>	<u>9,483</u>
<b>Net Assets</b>			
		<u>11,779</u>	<u>15,028</u>
<b>Funds:</b>			
<b>Unrestricted funds:</b>			
General fund	11	7,214	8,699
Designated fixed asset fund	11	<u>552</u>	<u>545</u>
<b>Total unrestricted funds</b>		<b>7,766</b>	<b>9,244</b>
Restricted funds	11	<u>4,013</u>	<u>5,784</u>
<b>Total Funds</b>		<u>11,779</u>	<u>15,028</u>

For the year ended 31 March 2020 the company was entitled to exemption from an audit under sections 475 and 477 of the Companies Act 2006 ("the Act") relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

**S Middlemiss**  
**Director**

**Date:**

The notes on pages 10 to 16 form part of these financial statements.

**Scottish Fair Trade Forum**  
**Notes to the Financial Statements for the Year Ended 31 March 2020**

**1. Accounting Policies**

***Basis of Accounting***

The financial statements have been prepared on the historical cost basis and in accordance with the requirements of:

- the Companies Act 2006
- Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 (Charities SORP (FRS102)); and
- the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

The charity constitutes a public benefit entity as defined by FRS102.

The Trustees consider that there are no material uncertainties about the ability of the charity to continue as a going concern for the foreseeable future. In particular, the impact of the COVID-19 pandemic has been assessed, as outlined in the trustees' annual report, with no significant impact on the going concern position of the charity. Accordingly, the accounts have been prepared on a going concern basis.

***Income***

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Income received by way of grants and donations is included in full in the Statement of Financial Activities when receivable. Where entitlement is conditional on the delivery of a specific performance by the charity, grants are recognised when the charity earns the right to consideration by its performance. Where a grant or donation is given for a specific purpose, it is included in restricted income and any unexpended portion is carried forward as a restricted fund.

***Expenditure***

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis. The charity has opted not to report on the activity basis. Expenditure is instead reported by cost type.

***Other Basic Financial Instruments***

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

***Taxation***

The company is recognised as a charity for the purposes of applicable taxation legislation and is therefore not subject to taxation on its charitable activities. No charge to corporation tax arose during the year. The charity is not registered for VAT and accordingly any irrecoverable VAT incurred is included within the item of expenses to which it relates.

***Pensions***

The charity makes pension contributions to defined contribution pension schemes on behalf of its employees. Contributions are charged to expenditure as they become payable.

***Leases***

Rentals under operating leases are charged on a straight-line basis over the lease term.

## Scottish Fair Trade Forum

### Notes to the Accounts (continued)

#### 1. Accounting Policies (continued)

##### **Investments**

Programme related (social) investments are included at the amount originally invested less any impairment. The trustees do not consider any impairment is needed.

##### **Funds**

**Unrestricted funds** can be used in accordance with any of the charitable objects at the discretion of the Directors.

**Designated funds** are set aside by the Directors out of unrestricted funds for specific future purposes or projects. There is also a designated fixed asset fund corresponding to the book value of tangible fixed assets.

**Restricted funds** can only be used for particular purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

2. Income	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
<b>Grants:</b>				
Scottish Government: Core grant	-	162,423	<b>162,423</b>	160,327
Challenges Worldwide for Rwanda project	-	6,000	<b>6,000</b>	14,166
Santander for intern scheme	-	3,063	<b>3,063</b>	1,500
Bridge 47	-	3,401	<b>3,401</b>	-
SCVO for Cyber Essentials	-	1,000	<b>1,000</b>	-
<b>Total grants receivable</b>	<b>-</b>	<b>175,887</b>	<b>175,887</b>	<b>175,993</b>

3. Expenditure	Unrestricted Funds	Restricted Funds	Total	Total
	£	£	£	£
<b>Charitable activities:</b>				
Staff costs	16,674	104,092	<b>120,766</b>	109,268
Staff training	-	150	<b>150</b>	188
General campaign work	71	28,489	<b>28,560</b>	27,516
Other projects:				
Rwanda coffee project	-	6,025	<b>6,025</b>	18,840
Bridge 47	-	3,951	<b>3,951</b>	-
Cyber Essentials	-	1,000	<b>1,000</b>	-
Year of Young People	-	-	-	500
Office premises	-	13,461	<b>13,461</b>	13,848
Office running costs	363	7,758	<b>8,121</b>	7,491
Compliance and governance costs	-	11,489	<b>11,489</b>	12,480
Depreciation	412	-	<b>412</b>	1,190
<b>Total</b>	<b>17,520</b>	<b>176,415</b>	<b>193,935</b>	<b>191,321</b>

## Scottish Fair Trade Forum

### Notes to the Accounts (continued)

#### 3. Expenditure (continued)

*Expenditure includes:*

	2020	2019
	£	£
<b>Governance costs:</b>		
Independent examiner's remuneration	775	750
Board meetings, AGM and trustee expenses	192	624
	<u>967</u>	<u>1,374</u>
Employer's pension contributions	<u>3,200</u>	<u>2,714</u>
Operating lease payments	<u>13,461</u>	<u>13,848</u>

#### 4. Staff costs

	£	£
Wages & salaries	110,837	95,979
Social security costs	6,729	6,276
Pensions costs	3,200	2,714
Recruitment costs	-	910
<b>Total staff costs</b>	<u>120,766</u>	<u>105,879</u>

The average number of staff employed on a headcount basis was 4 (2019: 4).

The total amount of employee benefits, including employer's national insurance and pension contributions, paid in respect of key management personnel was £41,244 (2019: £38,510). No employee had emoluments of more than £60,000.

Volunteers assisted staff with campaign and communication work.

#### 5. Transactions with Trustees and Related Parties

Donations of £43 were received from trustees during the year.

No remuneration was paid to any trustees in the current or previous year. Travel expenses totalling £92 were reimbursed to one trustee during the year (2019: £292 to four trustees).

#### 6. Grants and donations made

During the year, grants were paid to institutions in furtherance of the charity's objectives as noted below:

	2020		2019	
	No. of recipients	£	No. of recipients	£
Grants made to organisations	10	2,750	12	2,789
Grants made to individuals	2	349	0	-
<b>Total</b>	<u>12</u>	<u>3,099</u>	<u>12</u>	<u>2,789</u>

The majority of grant recipients were local Fair Trade groups, other community groups or schools. The maximum grant awarded to any one recipient during the year was £250.

## Scottish Fair Trade Forum

### Notes to the Accounts (continued)

#### 7. Tangible Fixed Assets

	Office equipment
<b>Cost:</b>	<b>£</b>
At 1 April 2019	8,328
Additions	<u>419</u>
At 31 March 2020	<u>8,747</u>
<b>Depreciation:</b>	
At 1 April 2019	7,783
Charge for period	<u>412</u>
At 31 March 2020	<u>8,195</u>
<b>Net Book Value:</b>	
At 31 March 2020	<u>552</u>
At 31 March 2019	<u>545</u>

#### 8. Investments

	Social investments	Total 2020	Total 2019
	£	£	
Carrying (fair) value at 1 April	5,000	5,000	5,000
Disposal	<u>(4,800)</u>	<u>(4,800)</u>	-
Carrying (fair) value at 31 March	<u>200</u>	<u>200</u>	<u>5,000</u>

Investments represent a programme related investment made with Shared Interest Society, a mutual society that lends money to fair trade businesses all round the world to achieve positive social impact. During the year, interest of £11 was earned on the invested amount, which was donated to the Shared Interest Foundation.

#### 9. Debtors

	2020	2019
	£	£
Trade debtors	932	-
Accrued income	49	247
Prepayments and other debtors	<u>522</u>	<u>3,597</u>
	<u>1,503</u>	<u>3,844</u>

#### 10. Creditors

	£	£
<i>Amounts falling due within one year:</i>		
Accruals & other creditors	<u>7,639</u>	<u>2,764</u>

#### *Operating lease commitment*

The charity has entered into a lease for office space which now runs on a month-to-month basis. Nothing was payable as at the year end as the landlord had granted a waiver due to the COVID-19 situation meaning access to the office was not possible. (2019: £792 per month).

## Scottish Fair Trade Forum

### Notes to the Accounts (continued)

#### 11. Movement on Funds

		At 01/04/19	Income	Expenditure	Transfers	At 31/03/20
	Note	£	£	£	£	£
<b>Restricted funds:</b>						
Development Fund	(a)	404	307	-	-	711
Santander	(b)	-	3,063	(3,063)	-	-
Scottish Government	(c)	4,224	162,423	(162,926)	(419)	3,302
Challenges Worldwide	(d)	1,156	6,000	(6,025)	(1,131)	-
Bridge 47	(e)	-	3,401	(3,401)	-	-
SCVO Cyber Essentials	(f)	-	1,000	(1,000)	-	-
<b>Total restricted funds</b>		<u>5,784</u>	<u>176,194</u>	<u>(176,415)</u>	<u>(1,550)</u>	<u>4,013</u>
<b>Unrestricted funds:</b>						
Fixed asset fund	(g)	545	-	(412)	419	552
General fund		8,699	14,492	(17,108)	1,131	7,214
<b>Total unrestricted funds</b>		<u>9,244</u>	<u>14,492</u>	<u>(17,520)</u>	<u>1,550</u>	<u>7,766</u>
<b>Total funds</b>		<u>15,028</u>	<u>190,686</u>	<u>(193,935)</u>	<u>-</u>	<u>11,779</u>

#### Notes on funds:

- (a) The development fund, arising from specific donations received by the charity, is for the purpose of building the capacity of the Forum to meet new challenges and develop the commitment to Scotland being a Fair Trade Nation. The balance carried forward will be spent in subsequent years.
- (b) The Santander fund relates to a grant received towards the costs of two interns, which was fully spent during the year.
- (c) The core Scottish Government grant is to support the Forum delivering its work in leading and co-ordinating activity to maintain and develop Scotland's Fair Trade Nation status. The balance on the fund is carried forward to be spent in the subsequent financial year with the agreement of the funder.
- (d) The Challenges Worldwide fund represents the charity's element of a Scottish Government grant to support coffee growers in Rwanda, for which Challenges Worldwide is the lead partner. The grant period runs for 5 years from April 2017. The balance carried forward will be spent in the subsequent financial year.
- (e) The charity received a grant from the Bridge 47 programme operated by the Finnish Development NGOs Fingo ry, which was for a project to educate and empower young people to support Fair Trade. The project was completed during the year.
- (f) The charity took part in the SCVO Cyber Essentials training programme during the year and received a grant of £1,000 to fund participation in this process, which was successfully completed during the year.
- (g) Designated fixed asset fund: This corresponds to the net book value of fixed assets. The net book value at the start of the year has been transferred in to the fund. Annual depreciation is charged to this fund and the cost of any fixed assets purchased is transferred into the fund.

Scottish Fair Trade Forum

Notes to the Accounts (continued)

12. Analysis of Net Assets Between Funds

	Restricted Funds £	Fixed Asset Fund £	General Fund £	Total Funds £
Fixed assets	-	552	-	552
Investments	-	-	200	200
Debtors	1,503	-	-	1,503
Cash at bank and in hand	10,149	-	7,014	17,163
Creditors	(7,639)	-	-	(7,639)
<b>Net assets at 31 March 2020</b>	<u>4,013</u>	<u>552</u>	<u>7,214</u>	<u>11,779</u>

13. Statement of Financial Activities - Prior Year

	Unrestricted Funds £	Restricted Funds £	Total 2019 £
<b>Income from:</b>			
<i>Donations and legacies:</i>			
Grants	-	175,993	175,993
Membership fees and donations	3,481	404	3,885
<i>Charitable activities:</i>			
Event and sales income	1,453	-	1,453
<i>Investments:</i>			
Interest earned	-	-	-
<b>Total</b>	<u>4,934</u>	<u>176,397</u>	<u>181,331</u>
<b>Expenditure on:</b>			
<i>Charitable activities</i>	12,131	179,190	191,321
<b>Total</b>	<u>12,131</u>	<u>179,190</u>	<u>191,321</u>
<b>Net income</b>	(7,197)	(2,793)	(9,990)
<b>Transfers</b>	817	(817)	-
<b>Net movement in funds</b>	(6,380)	(3,610)	(9,990)
<b>Reconciliation of funds:</b>			
Funds brought forward	15,624	9,394	25,018
<b>Funds carried forward</b>	<u>9,244</u>	<u>5,784</u>	<u>15,028</u>



Scottish Fair Trade Forum

Notes to the Accounts (continued)

14. Movement on Funds - Prior Year

		At 01/04/18	Income	Expenditure	Transfers	At 31/03/19
	Note	£	£	£	£	£
<b>Restricted funds:</b>						
Development Fund		-	404	-	-	404
Santander		-	1,500	(1,500)	-	-
Scottish Government		3,064	160,327	(158,350)	(817)	4,224
Challenges Worldwide		5,830	14,166	(18,840)	-	1,156
Gordon Fraser	(a)	500	-	(500)	-	-
<b>Total restricted funds</b>		<u>9,394</u>	<u>176,397</u>	<u>(179,190)</u>	<u>(817)</u>	<u>5,784</u>
<b>Unrestricted funds:</b>						
Fixed asset fund		918	-	(1,190)	817	545
General fund		14,706	4,934	(10,941)	-	8,699
<b>Total unrestricted funds</b>		<u>15,624</u>	<u>4,934</u>	<u>(12,131)</u>	<u>817</u>	<u>9,244</u>
<b>Total funds</b>		<u><b>25,018</b></u>	<u><b>181,331</b></u>	<u><b>(191,321)</b></u>	<u><b>-</b></u>	<u><b>15,028</b></u>

Notes on funds (prior year):

(a) The Gordon Fraser Charitable Trust awarded a grant to support work to promote Fairtrade amongst young people as part of the Year of Young People. The grant was fully spent during the financial year.

15. Analysis of Net Assets Between Funds - Prior Year

	Restricted Funds	Fixed Asset Fund	General Fund	Total Funds
	£	£	£	£
Fixed assets	-	545	-	545
Investments	-	-	5,000	5,000
Debtors	3,844	-	-	3,844
Cash at bank and in hand	4,704	-	3,699	8,403
Creditors	(2,764)	-	-	(2,764)
<b>Net assets at 31 March 2019</b>	<u>5,784</u>	<u>545</u>	<u>8,699</u>	<u>15,028</u>